



ENGINEERS WITH
SOCIAL RESPONSIBILITY

Dhirubhai Ambani Institute of Information and Communication Technology

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NAAC Accredited Grade A⁺

Recipient of Centre of Excellence Award by the Government of Gujarat

Recipient of '5 Star' in GSIRF Ranking by Government of Gujarat

Course Plan Proposal under CEP

Please see CEP [Policy Document](#)

- Conference Short-term Course Workshop Symposium Seminar
 Other _____

A. Basic Information:

Date: _____

Sr. No.	Item	Details		
1.	Course Title			
2.	Course Objective			
3(i).	Course Modality	<input type="checkbox"/> Online	<input type="checkbox"/> Offline	<input type="checkbox"/> Hybrid
(ii).	Anchor 1	Name: Email: Phone No:		
(iii)	Anchor 2 (if any)	Name: Email: Phone No: Affiliation:		
4.	No. of additional instructors (please provide brief bio, and other relevant info)			
5.	Total lecture hours:	Lab/Tutorial Hours:	Lecture Hours:	
6.	Course duration (in days)			
7.	Tentative Dates, Day and Time			
8.	Expected number of participants			
9.	Targeted Audience			
10.	Registration Fee (per participant incl. GST)			

B. Program Schedule:

Date	Instructors Name	Topic	Lecture Timing

C. Lab and Infrastructure Requirements: List the specific requirements, including software, hardware, and other infrastructure necessary for the course.

D. Final Examination Schedule (optional): Provide details of the final examination schedule if applicable.

E. Teaching-Assistant Office Hour Schedule (optional): If applicable, provide the schedule for Teaching Assistant office hours along with TA information.

Date	Instructor/TA/Staff Name	Tutorial/Lab Topics	Tutorial/Lab Timing

F. Certificate Type: Choose one: (a) Participation, (b) Pass/Fail, or (c) Grade.

G. Course Notes:

- The final course plan must be submitted to the Continuing Education Program (CEP) office at least 45 days before the tentative course start date.
- For offline CEP programs, scheduling should preferably align with vacation periods or extended breaks within the semester due to current infrastructure limitations. If the program is offered during working days, ensure it does not interfere with regular classes/labs.
- Please note that any course must have at least two instructors.

H. Commercial aspects and Revenue:

Table-1: Revenue

Expected Revenue	Amount (INR)
Total Revenue from Registration (incl. GST)	
Total Revenue from Sponsorship (incl. GST)	
A: Total	
B: Reduce GST (18%)	
C: Net Amount (A - B)	
D: Funding from Govt. or Other GST exempt Agency	
E: Net Available Revenue (C + D)	

Table-2: Expenses

Expected Expenses	Budget (incl. of GST) (INR)
A. Institute Overhead (fixed)	10% of Net Available Revenue (Table1.E)
B. Faculty Anchor/Proposer(s):	10% of Net Available Revenue (Table1.E)
C. Remuneration of Experts and TA	
D. Food	
E. Travel	
F. Accommodation	
G. Stationeries and Registration Kit	
H. Marketing: External Marketing Agency as per requirement (optional) NT 1: Support given by CEP Office and Communication Office	
I. Contingencies	
J. Total Expected Expenditure	Sum(A:I)
K. Surplus	Net available Revenue - Total Expected Expenditure

***NT**: Adjustable to meet financial feasibility under the discretion of the Director of the Institute.

The surplus amount will be shared between the program coordinator(s) and the Institute as follows:

Settlement of the surplus amount	Institute share	Faculty Program Coordinator(s) share
Surplus < 3 lakhs	20%	80%
Surplus between 3 - 5 lakhs	30%	70%
Surplus > 5 lakhs	50%	50%

It is the faculty anchor(s) responsibility to ensure that K is always positive.

By submitting this course plan, I acknowledge that I have reviewed and agree to adhere to the guidelines provided above.

Anchor's Signature: _____

Date: _____

For the use of CEP office	
Remarks:	
Approved by CEP Convenor/Co-Convenor	
Approved by Director	